## **Job Title:** Maintenance Mechanic II

**Department:** Environmental Services

**Immediate** 

**Supervisor:** Operations Supervisor - Reclamation

<b>Origination Date:</b>	04/21/2003
<b>Revision Date:</b>	07/01/2012
Job Grade	806
FLSA Status	Non-exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Under general supervision, performs a variety of skilled work in the installation, maintenance and repair of machinery and equipment at water facilities, wastewater facilities, and wastewater collection system facilities. Performs technical and mechanical work in servicing, repairing, and maintaining associated equipment. Work involves operation of machinery for troubleshooting, but emphasis is on servicing, repairing, and maintaining equipment.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Develops and carries out an on-going inspection and preventative maintenance program to ensure adequate mechanical operation includes: cleaning, adjusting, aligning, and lubricating equipment in compliance with preventative maintenance schedules, operation and maintenance manuals, and accepted industry standards.
2	L	Troubleshoots equipment as referred by work orders or verbal directions, determines necessary repairs, makes recommendations to supervisor regarding actions needed, and performs such work as feasible and appropriate. Troubleshoots and repairs electric motors as required.
3	Н	Removes, repairs, and completely overhauls pumps, motors, sludge centrifuge gear drives, mechanical barscreens, chlorinators, valves, blowers, booster pumps, air scrubbers, well sites, and other types of equipment related to water or wastewater facilities.
4	Н	Utilizes a variety of mechanical, welding, plumbing, and machinists' tools to fabricate, rebuild, strengthen, and maintain various parts and pieces of plant equipment.
5	M	Maintains a variety of electrical equipment related to water and wastewater facilities, including motors, manual and automatic control panelboards, hour meters, timers, flow meters, minicas, variable frequency drives, programmable logic controls and switch indicators, and remote control equipment.
6	Н	Fabricates, assembles, and installs special structures and equipment from blueprints, schematics, drawings, or construction diagrams; including rough and finished carpentry work as needed for repair or remodel.
7	Н	Performs maintenance on large pipes, valves, and related fittings with diameters up to 54-inches.

	Physical Strength Code	ESSENTIAL FUNCTIONS
8	S	Maintains work records, preventative maintenance records, and computer directed preventative maintenance records as required.
9	S	Orders supplies and materials as required for completion of various work assignments; prepares and maintains related documents and records, including following procurement guidelines for requisitions, quote solicitation and inputting of field purchase orders.
10	M	Operates mechanical equipment to diagnose problems and determine repairs as needed.
11	S	Demonstrates a continuous effort to improve operations, decrease turnaround time, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.
12	S	Works in a safe manner when performing mechancial maintenance and repair work of facilities.

### **JOB REQUIREMENTS:**

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Valid Driver's License and the ability to meet Self-Contained Breathing Apparatus (SCBA) physical examination requirements established by the City designated physician and successfully complete departmental SCBA training/certification requirements.
Reading	Work requires the ability to read technical information, daily logs, technical manuals, blueprints, reports, and work orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write memos, reports, letters, and work orders.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure. An example would be a "II" advising a "I".
Policy/Decision Making	Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal / Human Relations Skills	High - Work requires regular interaction involving exchange and receipt of information. The purpose of interactions is primarily the sharing of information.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

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Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O □ F ☑ C	□ Making presentations     □ Observing work site     □ Observing work duties     □ Communicating with     co-workers	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	☐ File drawers ☑ Equipment ☐ Tables and chairs ☑ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	<ul> <li>☑ Computer keyboard</li> <li>☑ Telephone keypad</li> <li>☐ Calculator</li> <li>☑ Calibrating equipment</li> </ul>	Climbing	□ N □ R □ O ⊠ F □ C	⊠ Stairs     □ Ladders     □ Step stools     □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	<ul><li>☒ To other departments/offices</li><li>☒ Around work site</li></ul>	Vision	□ N □ R □ O □ F ☑ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment □ Files	Foot Controls	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment □ Files	Balancing	□ N □ R □ O ⊠ F □ C	<ul><li>☑ On ladders</li><li>☑ On equipment</li><li>☑ On step stools</li></ul>
Sitting	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Desk work</li><li>☑ Meetings</li><li>☑ Driving</li></ul>	Bending	□ N □ R □ O □ F ☑ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☑ For supplies ☐ For files	Crouching	□ N □ R □ O □ F ⊠ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R ⊠ O □ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F ☑ C	<ul><li>☒ Communicating via telephone/radio, to co-workers/public</li><li>☒ Listening to equipment</li></ul>
Kneeling	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	<ul><li>☒ From computer to telephone</li><li>☒ Getting inside vehicle</li></ul>
Crawling	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Under equipment</li><li>☑ Inside attics/pipes/ditches</li></ul>	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

<b>Physical Demands (continue</b>	<b>d</b> )							
Machines, Tools, Equipment	t and Work	Aids:						
Telephone, fax machine, calculator, cop	ier, vehicle, har	nd tools, power	tools, electrica	ıl test equipm	ent, pre	ssure washer,	crane a	and shovel.
Computer Equipment and S	oftware:							
Computer, printer, related software, Job	cal, HTE							
<b>Environmental Factors:</b>								
Environmental Condition	ons	Never	Seasonally	Several T Per Mo		Several Ti Per Wee		Daily
Extreme temperature					11111	101 1100	- K	
(heat, cold, extreme temp. changes fr work)	om outside		×					
Wetness and/or humidity (bodily discomfort from moisture)			×					
Respiratory hazards						×		
(fumes, gases, chemicals, dust and di Noise and vibration	II)			$\boxtimes$				
(sufficient to cause hearing loss) Physical hazards								
(high voltage, dangerous machinery, prisoners, patients – <u>not customers</u> )	aggressive							X
Health and Safety Condition	ıs:							
Health and Safety Conditions	N = Never	R = Rarel		ccasionally		Frequently		Constantly
	Never	Less than		or more of	_	n 1/3 to 2/3		or more of
Mechanical hazards	occurs	hour per we	eek tr	e time	of	the time	1	the time
Chemical hazards						<u> </u>		
Electrical hazards						 		
Fire hazards				$\boxtimes$				
		X						
Explosives								<u> </u>
Communicable diseases Physical danger or abuse				<u></u>				
Other (specify)								
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☒ Outdoors ☐ Other (Specify)			,					
Protective Equipment Requi		ves, hearing pro	otection, SCB.	A				

### **Job Demands**

### **Overall Strength Demands:**

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
⊠ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations		×		
Frequent Change of Tasks		$\boxtimes$		
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment		×		
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

#### **Staff – Expected Behavior**

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

#### **SIGNATURES—REVIEW AND COMMENT:**

	Signature of Employee	Date	
Job Title of Supervisor	Signature of Supervisor	Date	
Job Title of Department Director	Signature of Department Director	Date	

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.